

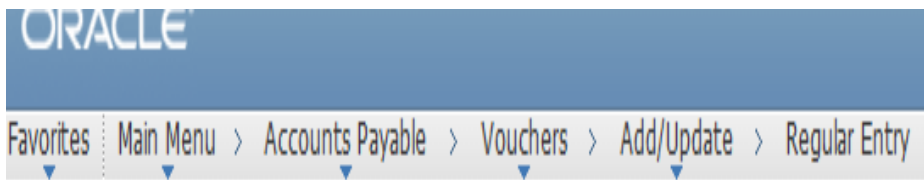
Quick Reference Tip Sheet

Last Revised Date: 09/05/2014

General Information


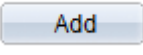
Task	Process Information
Creating a PO (Purchase Order) Voucher	A voucher that is entered from an Express Purchase Order or Purchase Order <u>without</u> having a receipt.




GEARS Navigation

Accounts Payable > Vouchers > Add/Update > Regular Entry	
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1.0 Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	Select the "Add a New Value" Tab	
2.	Enter	<p>Invoice Number: <input type="text"/></p> <p>Invoice Date: <input type="text"/> 31</p>
3.	Click the  button.	

4.	<p>On the Invoice Information tab – Copy From Source Document.</p>	<p>Copy From: <input type="text" value="Purchase Order Only"/> Go</p> <ul style="list-style-type: none">Select “Purchase Order Only” from the drop down and select the “Go” hyperlink. <hr/> <p>Copy Worksheet</p> <p>Business Unit: MDJUD Return to Invoi</p> <p>PO Lookup Criteria</p> <p>PO Business Unit: <input type="text"/> </p> <p>PO Number From: <input type="text"/> </p> <hr/> <p> You can search for the purchase order business unit and number by selecting the magnifying glass.</p> <ul style="list-style-type: none">Click the Search <input type="button" value="Search"/> button.Under the “Select PO Lines” Select PO Lines section, enter a check mark only in the check box next to the PO line which is being vouchered against.
5.	<p>Click the Copy Selected Lines button.</p>	

6.

On the **Invoice Information** tab
– enter the following information.

- **Note:** the Vendor, Invoice and Distribution line information has carried over from the PO. **DO NOT change the chartfields on the line (Account, Batch Agency, Fund, Program, Approp Number, Approp Yr, PCA).** If the chartfields are incorrect, then the PO needs to be modified by DPCA before it can be used.
- **Note:** If the Vendor ID to be used for payment is different than the Vendor ID carried over from the PO, use the “Remit to” field on the Payment tab to provide the other Vendor ID.
- **Attachments** – Be sure to attach a copy of your invoice.

Vendor ID: VNDR-0023 LOGO COMPANY
ShortName: 555784569-004 589 NORTH MAIN STREET
Location: 004 SUITE 500
*Address: 1 PHOENIX, AZ 20089

[Advanced Vendor Search](#) [Session Defaults](#) [Attachments \(0\)](#) [Comments \(0\)](#)

Invoice Lines: 1700.00
*Currency: USD
Miscellaneous:
Freight:
Total: 1,700.00

*Pay Terms: NET00 Due Now
Basis Date Type: Acct Date
[Non Merchandise Summary](#) [Print Invoice](#)

Difference: 0.00 [Calculate](#)

Invoice & Distribution info copied from PO

Copy From Source Document
PO Unit:
PO Number:
Copy From: None [Copy PO](#) [Go](#)

Invoice Lines [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

Line: Item: 982-27SHRED01 UOM: EA
*Distribute by: Quantity Unit Price: 1,700.00000 Quantity: 1.0000
Ship To: AOC-COPS Line Amount: 1,700.00 [Force Price](#)
SpeedChart: Description: Document Shredding Services [One Asset](#)

[Calculate](#) [Purchase Order & Receiver Info](#) [Associate Receiver\(s\)](#) [Override PO Pct.](#) [Allocate by Pct.](#)

Distribution Lines [Personalize](#) [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

GL Chart	Exchange Rate	Statistics	Assets												
Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Batch Agg	Fund	Dept				
	1	100.0000	100.0000	1,700.00	1.0000	MDJUT	0908		C25	3037					

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

7.

For Amount Only POs:

On the **Invoice Information** tab – adjust the total and amounts, if needed.

For Amount Only POs:

1. If needed, adjust the Total (header) and Amounts (line), to match your invoice.
2. Click on the “Calculate” buttons on the header and line to confirm that the header and lines all agree.

Vendor ID: VNDR-0023
ShortName: 555784569-004
Location: 004
*Address: 1

LOGO COMPANY
589 NORTH MAIN STREET
SUITE 500
PHOENIX, AZ 20069

Session Defaults
Attachments (0)
Comments (0)

Advanced Vendor Search

Invoice Lines: 1700.00
*Currency: USD
Miscellaneous:
Freight:

*Pay Terms: NET00 Due Now
Basis Date Type: Acct Date
Non Merchandise Summary

Print Invoice

Total: 1,700.00
Difference: 0.00
Calculate

Copy From Source Document
PO Unit:
PO Number:
Copy From: None
Copy PO
Go

Invoice Lines
Line: 1
Item: 982-27SHRED01
UOM: EA
*Distribute by: Quantity
Ship To: AOC-COPS
SpeedChart:
Unit Price: 1,700.00000
Quantity: 1.0000
Line Amount: 1,700.00
Description: Document Shredding Services
Force Price
One Asset
Purchase Order & Receiver Info
Associate Receiver(s)
Override PO Pct.
Allocate by Pct.

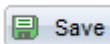
Calculate


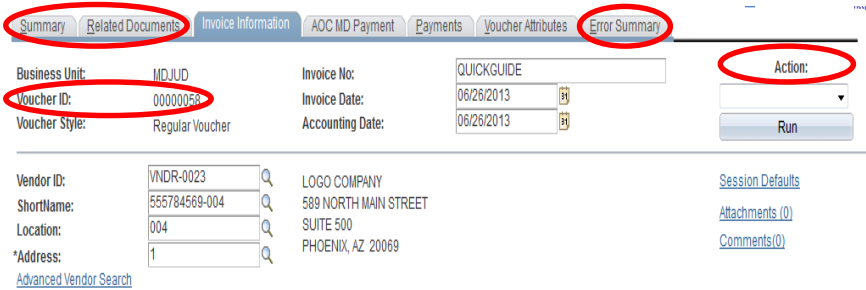
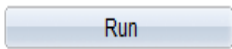
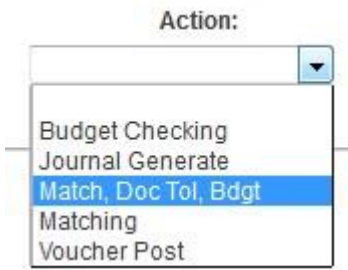
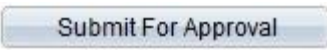
Distribution Lines
GL Chart
Exchange Rate
Statistics
Assets
Copy Down
Line
PO Percent
Percent
Merchandise Amt
Quantity
*GL Unit
Account
OpenItem
Batch Agy
Fund
Dept
1
100.0000
100.0000
1,700.00
1.0000
MDJUT
0908
C25
3037

Save Return to Search Notify Refresh Add Update/Display

8.

Save the voucher by clicking the **Save** button.



<p>9.</p>	 <p>Confirm your voucher is saved.</p>	<ol style="list-style-type: none"> 1. You have (3) new tabs. (Summary, Related Documents and Error Summary). 2. You have an (8) digit Voucher ID. 3. You have "Actions" in your drop down box. 
<p>10.</p>	<p>Select the "Match, DocTol, Bdgt" action, and then click</p> 	 <p>NOTE: If you have already run the "Match, Doc Tol, Bdgt" Action on a voucher and it results in an exception, please resolve the exception and then re-run <u>only</u> the action needed to clear the exception. This will reduce unnecessary processes and help improve system throughput.</p> <p>For example, you run the "Match, Doc Tol, Bdgt" action, and get Budget Exceptions, though Matching and Doc Tolerance are valid. Resolve the budget issue and then re-run only the "Budget Checking" action.</p>
<p>11.</p>	<p>Click  to submit voucher for approval.</p>	



Important

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer the appropriate User Procedures and/or online references for any corresponding policies regarding this process.